

**PERAC
JOB OPENING**

OFFICIAL TITLE: Auditor I

The Public Employee Retirement Administration Commission (PERAC) provides oversight, guidance, monitoring, and regulation to the 104 Massachusetts Public Pension Systems in the Commonwealth. The Audit Unit conducts audits of each retirement system to ensure that all financial and managerial functions are being performed in accordance with statute and regulation.

DUTIES:

Travel primarily to retirement systems in the Greater Boston Area and, under the supervision of a lead auditor, perform detailed audit work accurately and timely, in the areas of expenditures, assets, liabilities, financial statements, investment portfolios, retirement allowances, and similar records to comply with set laws and regulations.

Perform various assigned audit tasks that include, but are not limited to, the following:

Research pertinent laws, regulations, policies procedures, and other relevant criteria.

Assist in assessing adequacy of internal control systems by reviewing completed audit questionnaire and developing audit tests to measure compliance and when necessary recommend new policies and procedures.

Examine records, reports, operating practices, and documentation to ensure compliance with the established accounting and management standards and internal control procedures.

Conduct audit testing using electronic work papers.

Employing analytical skills in assessing documents and records.

Attending and participating in meetings and interviews with retirement board staff.

Preparing various written documents, including itemizing all findings for review by the Deputy Chief Auditor and the Director of Audits in the preparation of the final audit report.

Assist with educational materials/presentations to board members and administrators.

When findings exist, assist in performing a six month follow up to ensure retirement system has taken corrective action.

Perform other work related duties or special projects as required by Director of Audits and Deputy Executive Director.

QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, or related field. CPA and any relevant education/training a plus.
- Proficiency in Microsoft Office software suite.
- Experience in audit and legal compliance.
- Strong oral and written communication skills.
- Attention to detail.
- Working knowledge of the financial administration of public retirement plans and the Massachusetts retirement system a plus.
- Valid Driver's License.

SALARY RANGE: \$45,000 - \$65,000 - Salary commensurate with experience.

Application Deadline: September 20, 2019

Interested Candidates must apply online at: <https://massanf.taleo.net/careersection/ex/jobsearch.ftl>

Affirmative Action/Equal Opportunity Employer. Minorities, women, physically challenged and Veterans are encouraged to apply.